



Revenue Careers



Working Together to Fund Washington's Future

Great Careers!

Explore opportunities with Department of Revenue! Revenue's dynamic team is comprised of dedicated professionals who fairly and efficiently collect revenues and administer programs to fund public services, and advocate sound tax policy. We provide great solutions and service by attracting and retaining the best talent and building a diverse workforce. Our employees are our greatest asset. As a member of Revenue's team, you have an important role in our agency mission.

Great Talent!

The Department of Revenue employs approximately 1,000 people, including revenue auditors and agents, tax examiners, administrative law judges, property appraisers, foresters, and computer analysts.

Great Location!

Revenue headquarters is located in Olympia, home to the state capitol. The city, located on Puget Sound's southernmost tip, is rich in history, culture, and natural beauty.

Position: Administrative Assistant 5
Administrative Services

Location: Tumwater
Notice: 1-3-399-OC JK

Opens: August 30, 2006
Closes: September 15, 2006

Primary Duties:

Provide administrative, program and project support to the Senior Assistant Director of Administrative Services at the Department of Revenue. The Senior Assistant Director of Administrative Services is a member of the Executive Team and is responsible for Business and Financial Services, Human Resources, Information Services, Internal Audit and Organizational Development. These areas provide business, financial, human resources and technology service support to over 1,050 employees within the Agency. Serves as a member of and provides support to DOR's Strategy Team – the agency's senior management team. Provides assistance to the Executive office on various issues. Communicates agency level decisions and obtains commitment from agency staff in implementing and coordinating work plans. Serves as liaison with other government agencies and public inquiries to facilitate movement to productive business. Reviews Governor, Executive, Director, external and other state agency level correspondence for administrative content and ensures timely response. This position operates in a highly political, sensitive and confidential environment where tact, diplomacy and professionalism are mandatory. Ability to diffuse and act on politically sensitive and confidential issues by listening and understanding implications. Manages, organizes and or/performs special projects, studies and project management on both agency wide and divisional levels. Serves as the coordinator for the agency's administrative policies and procedures and has other ongoing delegations of responsibility. Other duties as assigned.

Compensation:

\$3,208 - \$4,106 per month (range 50) depending on qualifications. Outstanding benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; Commute Trip Reduction Incentives; flexible work hours; training; and state retirement plans.

Olympia's location provides easy access to the Cascade Mountains, Olympic Peninsula, and the Pacific Ocean.

Great Benefits!

- Competitive salaries
- Excellent health and retirement benefits
- Generous paid vacation and holidays
- Promotion opportunities
- Cross-training opportunities
- Continuous learning opportunities
- Talented co-workers
- Meaningful and ethical work
- Serving citizens and making a difference

Visit us at www.dor.wa.gov

How to Apply

E-mail: jobs@dor.wa.gov

Qualifications:

Excellent communication and writing skills. Ability to manage multiple priorities and deadlines – flexibility and organizational skills. Ability to handle sensitive and confidential issues. Ability to use independent and sound judgment in decision making. Knowledge of project and time management. Excellent customer service skills, both on the phone and in person. Familiarity with PowerPoint, Word, Excel, and Access. One year as an Administrative Assistant 4.

OR

Two years as an Administrative Assistant 3.

OR

A Bachelor's degree in business administration, public administration or closely allied field; and three years of administrative or supervisory experience.

Additional qualifying experience may substitute for education on a year-for-year basis.

Graduate study may substitute for up to two years of experience on a year-for-year basis.

How to Apply:

Completed applications include letter of interest, resume, and state application. State applications are available at the following web address: <http://hr.dop.wa.gov/forms/stateapp.doc> A State Application form must be filled out completely. **All applications must be received by 5:00 PM of the closing date of the bulletin.**

Submit Applications to:

E-mail: jobs@dor.wa.gov
please indicate position title in subject line

Special Note:

Prior to any new appointment into the Department of Revenue, a background check will be conducted.

The Washington State Department of Revenue is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability, who need assistance in the application/testing process, or those needing this job announcement in an alternative format, may call the Office of Human Resources at (360) 725-7501, TDD/TTY (360) 664-0580.